

## Inspectors General Checklist

### 5354 MILITARY EQUAL OPPORTUNITY PROGRAM

This checklist applies to all commands.

**Functional Area Sponsor:**

Equal Opportunity & Diversity Management Branch

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**Name of Command**

**Date**

**Inspector**

**Final Assessment**

**Discrepancies: Findings:**

Subsection 1 – ALL COMMANDERS (CG/Battalion/Squadron/Regt/Group/Recruiting District/I&I)

0101 Does the command have SOPs for the effective implementation and management of its MEO program?

Reference: MCO P5354.1D, par 3002.2

Result

Comments

0102 Has the commander published and prominently posted their MEO policy statement within their area of responsibility?

Reference: MCO P5354.1D, par 3002.2C

Result

Comments

Subsection 2 – ALL COMMANDERS (Battalion/Squadron/Regt/Group/Recruiting Districts/I&I)

0201 Has the command appointed an Equal Opportunity Representative (EOR) to assist in assessing, monitoring command climate, and conducting equal opportunity training?

Reference: MCO P5354.1D, par 3002.4 and 3004.2

Result

Comments

0202 Does the command have procedures in place to ensure Marines new to the unit receive Equal Opportunity Policy Awareness Training?

Reference: MCO P5354.1D, par 4001.1

Result

Comments

0203 Has the EOR completed the required Equal Opportunity Representative Course?

Reference: MCO P5354.1D, par 4002.2

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Result	<i>Comments</i>
0204	Does the command ensure the EOR attends quarterly sustainment training conducted by an EOA? Reference: MCO P5351.1D, par 4002.3
Result	<i>Comments</i>
0205	Has the commander investigated all formal allegations of discrimination or harassment? Reference: MCO P5354.1D, par 3002.2B
Result	<i>Comments</i>
Subsection 3 – COMMAND CLIMATE ASSESSMENTS	
0301	Has the commander conducted their initial assessment using the DEOCS within 90 days of assuming command? Date of Assumption of Command _____ Date DEOCS assessment (start and end dates) _____ Reference: MCO P5354.1D, par 2002.4
Result	<i>Comments</i>
0302	Has the commander conducted their required annual assessment using the DEOCS? Date of Annual Assessment (start and end dates) _____ Reference: MARADMIN 464/13
Result	<i>Comments</i>
0303	Does the commander have procedures in place to ensure comprehensive visual inspection of ALL workspaces to ensure they are free from materials that create a degrading, hostile, or offensive work environment? Are the results of the inspection documented to include (at a minimum) date of inspection, name of inspector, and number of items removed? Reference: ALNAV 038/13 and MARADMIN 291/13
Result	<i>Comments</i>
0304	Does the command have a formal training plan in place to ensure all service members receive annually, a minimum one hour of EO and sexual harassment training, and is the training reported in the Marines official record using the correct code(s)? Official training codes can be found at: <a href="https://www.manpower.usmc.mil/lookups/lookups/lookups.action?tableId=575">https://www.manpower.usmc.mil/lookups/lookups/lookups.action?tableId=575</a> Reference: MCO P5354.1D, par 4001.2
Result	<i>Comments</i>

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0305 Does the command have procedures in place to ensure timely notifications and required updates are provided to the EOA for all discrimination and harassment cases?  
Reference: MCO P5354.1D, par 5007.4

Result      *Comments*

Subsection 4 – COMMANDING GENERALS AND O6 LEVEL COMMANDERS WITH SUBORDINATE O5/O6 LEVEL COMMANDERS

0401 Does the commander have procedures in place to actively track and monitor the hierarchy's DEOCS assessments?  
Reference: MARADMIN 464/13

Result      *Comments*

0402 Does the commander approve all subordinate commanders action plans prior to implementation?  
Reference: MARADMIN 464/13

Result      *Comments*

Subsection 5 – MISCELLANEOUS (*Applicable to MARFOR, CG's and Regimental/Group Commanders without an assigned EOA in their hierarchy*)

0501 Does the command have a current MOU/MOA in place with the nearest Marine Corps installation commander from which they receive MEO support?  
Reference: MCO P5354.1D, par 3002.3

Result      *Comments*

Subsection 6 – EQUAL OPPORTUNITY ADVISOR

0601 Does the EOA serve as the central point of contact for all MEO guidance?  
Reference: MARADMIN 438/15

Result      *Comments*

0602 Does the EOA conduct intake-interviews with Marines filing complaints of discrimination or harassment?  
Reference: MARADMIN 438/15

Result      *Comments*

0603 Does the EOA conduct inspections of subordinate/tenant commander's EO program as requested/directed?  
Reference: MCO 5354.3B

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Result	Comments
0604	Has the EOA established procedures to ensure the effective implementation and sustainment of the hierarchy's MEO program? Reference: MCO 5354.3B
Result	Comments
0605	Does the EOA actively monitor the effectiveness of subordinate command's EO training? Reference: MCO 5354.3B
Result	Comments
0606	Does the EOA provide seminars, briefings, workshops, or training on MEO issues to assigned and tenant commands? Reference: MCO 5354.3B
Result	Comments
0607	Does the EOA provide quarterly sustainment training for EORs? Reference: MCO 5354.3B
Result	Comments
0608	Does the EOA ensure all DASH reports are completed? Reference: MCO 5354.3B
Result	Comments
0609	Does the EOA have a relevant resource list to provide appropriate referrals to victims of discrimination and harassment, to include but not limited to the supporting MTF(s), VLC, Chaplain, and VWAP, as well as protocols to ensure this list is current and accurate? Reference: MARADMIN 438/15
Result	Comments
0610	Does the EOA have procedures in place to ensure both victim(s) and witnesses of discrimination and harassment have been advised of and give access to advocacy services? These services may include, but not limited to, legal assistance, medical assistance, and counseling as necessary. Reference: MARADMIN 438/15
Result	Comments

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